

Executive Administrative Assistant 2

Status: *Executive Service*

Agency: Health Care Finance & Administration/TennCare, Eligibility Division

Note*: An Executive Service employee serves at the pleasure of the Appointing Authority. As such, if conditions arise that could justify the termination of employment such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, the standards for the application of disciplinary procedures that apply to regularly appointed employees that have achieved career/preferred status do not apply to an executive service appointed employees.

Job Description:

Executive Administrative Assistant 2 will report to the Contract Compliance TC Eligibility Director and serve as an Assistant to the Compliance Director. The responsibilities of this role include: supporting the Appeals Director to implement and lead the review of operational processes and implement a cycle of planned, systematic evaluation, and tasks designed to assess the effectiveness of all business processes as they relate to the execution of TennCare/Medicaid policy and procedures and/or operational support functions intended to support policy implementation. The EAA2 will also help refine the business processes supporting the TennCare/Medicaid Eligibility Organization, analyze and interpret operational data, identify deficiencies promptly and develop appropriate program improvement plans in conjunction, coordinate with the leadership of the Appeals organization, and develop improvement strategies regarding business process improvements which ultimately would lead to program improvement.

Qualifications:

- Bachelor's Degree in technical or business discipline
- Minimum of four (4) years' experience in technical or business discipline in either state government, healthcare or a related field
- Proven ability to adapt to changing priorities and deadlines and applying creativity to solving complex problems
- Detail oriented
- Confidence in dealing with all levels of the organization and able to present a strong and clear rationale as to why proposed solutions may or may not align with business needs
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Excellent writing and communication skills required
- Project management related skills
- General business analysis understanding; including business process design, assessment and configuration

Job Location:

Nashville, Tennessee

How to Apply: Qualified candidates should send their resumes along with a cover letter to Michelle.Nulty@tn.gov by January 8, 2018.